

CHAPTER 12

Security

12.1 Overview

The State of Louisiana will be using position-based security within ISIS HR. The security profiles are linked to the position; therefore agencies will be managing their security based on the positions that need access to ISIS HR and the job duties/responsibilities associated with those positions. Utilization of this position based security methodology, allows a system user to occupy a position that has a security profile linked to it. Once the employee is assigned a userid, the employee can maintain/inquire all records that are granted through the security attached to the position they occupy. When an employee leaves the position, they automatically lose their system maintenance/inquiry access.

All ISIS HR paid employees have Employee Self Service (ESS) system access permissions defined to them. All Employee Administrators both paid and non-paid (EA) and Timekeepers (TK) require system user access (userids) to perform their job functions. For those EA and TK users in ISIS HR paid agencies, a single userid is assigned to the employee with permissions to both ESS and their specific job duties.

12.2 Profiles

A profile is a collection of authorizations, entered in the master record. Authorizations within profiles will be granted for the following job roles:

- ISIS HR Actions Processor
- Organization Management Processor
- Merit Administration
- Benefits/Separation Processor
- Compensation Management Processor
- Master Data Administrator
- Transfer Administrator
- Retroactive Calculation Processor
- Timekeeper
- Inquiry Only

12.3 Profile & Userid Maintenance

Agencies will send requests to the Office of Statewide Information Systems (OSIS) when the following needs to be accomplished:

- Creation of a position profile – a new position is created which needs a profile attached to the position or an existing position, which had no access/profile in ISIS HR, now requires authorization.

- Change to a position profile – changes need to be made to an established position profile (i.e., remove Benefits/Separation Processor from position profile; add Master Data Administrator to position profile)
- Administrator Lock/Unlock of User Master Record – due to administrative decisions, a user may need to be locked
- Reset of Password
 - A daily job will run that will automatically reset all passwords that are suspended due to incorrect entry of password. The nightly job will unsuspend the userid and the password is not changed.
 - EA/TK password is forgotten: user telephones OSIS providing their mother's maiden name for verification purposes. The password will be reset. User will be notified when the password has been reset.
- Temporary User Authorization - in an emergency situation, there may be times an agency will need a user to maintain data in the system. (i.e. the timekeeper and all backups out of the office on payroll Monday and EA staff is not available to enter the time)
- New Employee Administrator for an ISIS HR Non Paid agency- agency will need to submit a Request for creation of the userid. (For ISIS HR Paid agencies, userid is created through the nightly batch job, which creates the ESS userids for paid employees based on hire, rehire and transfer actions. The employee is granted permissions (EA/TK) based on the profile attached to the position they are placed in.)
- Approval authorization will be the Agency Security Administrator, Appointing Authority, or Department Coordinator.

12.4 Employee Transfers

An employee transfer is when an employee accepts a position within another personnel area within the State of Louisiana. If an employee leaves state service, see Section 12.5, Employee Separations.

- *ISIS HR Paid Agency to ISIS HR Paid Agency- EA/TK position to EA/TK position:* no security-specific action is required due to the position based security methodology. Authorizations from the old position are lost when the employee is removed from the position and authorizations from the new position are granted when the employee's record is attached to the new position record.
- *ISIS HR Paid Agency to ISIS HR Paid Agency, EA/TK position to Non EA/TK position:* No security-specific action is required due to the position based security methodology. Authorizations from the EA/TK position are lost when the employee is removed from the position; no profiles are attached to the new position, therefore, the employee retains their userid but only has ESS access.
- *ISIS HR Paid Agency to ISIS HR Paid Agency, Non EA/TK position to EA/TK position:* No security-specific action is required for the employee to begin performing their job duties due to the position based security methodology; no system access authorizations existed for the non EA/TK position; authorizations from the new position is granted when the

employee's record is attached to the position record. However, the EA/TK must submit the form to provide the mothers maiden name. If this form is not submitted and the user needs their password reset, the form will have to be completed, signed by the appropriate authority and submitted to OSIS before the password will be reset. This could delay the user's ability to access the system by several days.

- *ISIS HR Paid Agency to ISIS HR Non Paid Agency*, Through the Transfer Action, and the employee will receive a new position and lose previous authorizations through position-based security. The Communications Infotype is delimited at time of transfer to end all permissions (EA/TK, ESS). The userid is deleted by the nightly batch job that selects userids for deletion. The ISIS HR Non Paid Agency will forward a request to OSIS for establishment of a new userid if the employee is transferring into a HR position requiring access to ISIS HR.
- *ISIS HR Non Paid Agency to ISIS HR Paid Agency*, Through the Transfer Action, and the employee will receive a new position and lose previous authorizations through position-based security. The Communications Infotype is delimited at time of transfer to end system authorizations. The old userid is deleted by the nightly batch job that selects userids for deletion. The new userid is created through nightly batch job that creates userids based on hire, rehire and transfer into paid agencies. The user will have ESS access and if they are placed into an EA/TK position, authorizations from that position is granted when the employee's record is attached to the position record. The EA/TK must submit the form to provide the mothers maiden name. If this form is not submitted and the user needs their password reset, the form will have to be completed, signed by the appropriate authority and submitted to OSIS before the password will be reset. This could delay the user's ability to access the system by several days.
-

12.5 Employee Separations

A separation is when an employee leaves state service. If an employee accepts another position within state government, see Section 12.4, Employee Transfers.

- *Paid Agencies*: The separation action is used to delimit the user's information. The Communications Infotype is delimited with a future date to allow ESS access for the employee for a limited period of time in order to view their last pay information. Through position-based security, the employee will lose all authorizations once they are removed from the position. The employee's userid is deleted from the system by the nightly batch job that selects userids for deletion.
- *Non Paid Agencies*: The separation action is used to delimit the user's information. Through position-based security, the employee will lose all authorizations once they are removed from the position. The employee's userid is deleted from the system by the nightly batch job that selects userids for deletion.